

**Town of Hamilton
Zoning Board of Appeals
Instruction Sheet**

1. Petitions to the Board of Appeals must be completely filled out and filed in the office of the Town Clerk.
2. The filing fee is **\$75.00 for all filings except Site Plan Review, which is \$150.00.** (Applicant will be billed, and is responsible for the cost of the Legal Ad to the newspaper.)
3. **Legal Ad Prepayment Form must be filed and signed with payment.**
4. Petitioners must supply the Town Clerk with the following materials for use by the Board of Appeals: **(Filings for Site Plan Review must have 21 copies of the following information. In addition, an electronic copy of the application, including plans and drawings, shall also be submitted at the time of application, unless waived by the Zoning Board of Appeals.)**
 - **Eight (8)** copies of the petition
 - **Eight (8)** copies of any deeds, purchase and sale agreements, leases or other evidence of real property interest by the petitioner in the subject property
 - **Eight (8)** copies (machine copies acceptable) of accurate plot plans of the subject property, 8 1/2" x 11" minimum showing names of all persons abutting such property and also:
 1. Dimension of lots and area
 2. Existing and proposed buildings and respective dimensions, including floor area and distance from lot lines
 3. Scale and north arrow
 4. If construction is more than one story, the front, side and rear elevations
 - **Eight (8)** copies of the appropriate "Request for Findings of Fact" related to the particular petition
5. Petitioners must assist the Assessors in the preparation of a certified list of names, addresses, assessor's map and parcel number of:
 - All persons abutting the subject property
 - All owners of land directly opposite the subject property on any public or private street or way
 - All persons within 300 feet from all points of the subject property
6. No petition will be deemed to have been properly filed unless all steps have been complied with.

